

**MINUTES OF THE BOARD OF TRUSTEES
OF THE
WEST VALLEY MOSQUITO and VECTOR CONTROL DISTRICT
393rd Meeting
August 22, 2018**

BOARD OF TRUSTEES

Paul Leon, President
William Wittkopf, Vice President
Carolyn Raft, Secretary
Cynthia Moran, Trustee
Eunice Ulloa, Trustee
Carol Timm, Trustee
Ed Graham, Trustee

1. CALL TO ORDER/FLAG SALUTE/ROLL CALL

1.1 Vice-President Wittkopf called the meeting to order at 11:30 a.m. and noted Trustees Leon, Ulloa, and Graham were absent. Trustee Raft led the Pledge of Allegiance.

2. AGENDA ADDITIONS/DELETIONS AND PUBLIC INPUT – None.

3. PUBLIC COMMENTS – None.

4. CONSENT CALENDAR

4.1 Approve Minutes of the Regular Meeting of June 27, 2018.

4.2 Correspondence for the period from June 15, 2018, through August 4, 2018 - None.

4.3 Expense Claims for the Months of June and July, 2018.

Trustee Raft made a motion to approve Consent Calendar as presented. Seconded by Timm. Motion passed unanimously.

5. PUBLIC HEARINGS – None.

6. FINANCE AND BUDGET COMMITTEE – None.

7. INSURANCE COMMITTEE - None.

8. PERSONNEL COMMITTEE – None.

9. ADMINISTRATIVE MATTERS

9.1 Staff Reports. All reports were as presented in the Board packet. District Manager Brown pointed out that in the Administrative Report, there is a list of committees that are available for the Trustees. She asked that the Trustees let either Mr. Leon or Mr. Wittkopf know which committees they would like to be on.

9.2 Discussion of February, 2019 Board meeting date. District Manager Brown noted that the National Mosquito Control annual meeting conflicts with the date of the scheduled board meeting in February, 2019. The options would be to either forego the meeting in February or move the meeting to March 6th. It was the consensus of the Board to forego the meeting in February, 2019.

9.3 Recommendation: Action to approve Resolution #2018-10 a Resolution to Adopt VCJPA Driver selection and Vehicle Use Guidelines. District Manager Brown noted that although the District has been following these guidelines, they have never been formally adopted by West Valley. A few changes were made to make the guidelines achieve a higher standard. After brief discussion, Trustee Moran made a motion to approve Resolution #2018-10 as presented. Seconded by Trustee Raft. Motion passed unanimously.

9.4 Recommendation: Action to approve changes in the Personnel Policy Manual related to the Driver Selection and Vehicle Use Guidelines. These changes simply make the

Personnel Policy Manual be consistent with Resolution #2018-10. Trustee Timm made a motion to approve the changes to the Personnel Policy Manual as presented. Seconded by Trustee Raft. Motion passed unanimously.

- 9.5 Recommendation: Action to approve Resolution #2018-11 a Resolution to Approve Revised District Accounting and Finance Policies and Procedures. District Manager Brown noted that the accounting policies have not been updated since the District started using an outside accounting firm. She noted that both Vavrinek, Trine, Day and Company and The Pun Group have reviewed the revised policies. Trustee Raft made a motion to approve Resolution #2018-11 as presented. Seconded by Trustee Timm. Motion passed unanimously.
- 9.6 Recommendation: Action to approve the first one-year extension option to The Pun Group's contract for auditing services. After discussion, Trustee Raft made a motion to approve a one-year extension to the Pun Group's contract. Seconded by Trustee Moran. Motion passed unanimously.
- 9.7 Consideration and possible action to approve the purchase of a new truck not to exceed \$35,000. After discussion, Trustee Timm made a motion to approve the purchase of one new truck not to exceed \$35,000. Seconded by Trustee Raft. Motion passed unanimously.

10. TRUSTEE REPORTS - None.

11. CLOSED SESSION – None.

12. INFORMATIONAL

12.1 CDPH Vector-Borne Disease Section Annual Report (hard copies were distributed at the meeting).

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/VBDSAnnualReports.aspx>

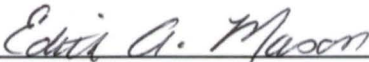
Future Meetings: None

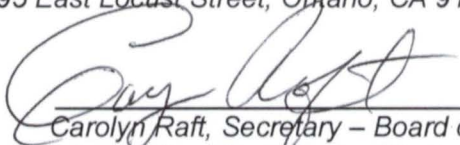
13. ADJOURNMENT – The meeting was adjourned at 11:40 a.m.

Reports and documents relating to each agenda item are on file in the District office, at 1295 East Locust St., Ontario, and are available for public inspection from 7:30 a.m. to 3:30 p.m., Monday through Friday.

Pursuant to Government Code Section 54957.5, any writing that: (1) is a public record; (2) relates to an agenda item for an open session of a regular meeting of the Board of Trustees; and (3) is distributed less than 72 hours prior to that meeting, will be made available for public inspection at the District offices. In addition, any such writing may also be posted on the District's website.

The next regular meeting of the Board of Trustees is scheduled for 11:30 a.m. Wednesday, September 26, 2018, at District Offices, 1295 East Locust Street, Ontario, CA 91761.


Edith Mason, District Clerk
West Valley Mosquito and Vector
Control District


Carolyn Raft, Secretary – Board of Trustees
West Valley Mosquito and Vector
Control District